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UNITED STATES MISSION - BOGOTA
VACANCY ANNOUNCEMENT

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No. 026

Job vacancy

March 24 2009

OPEN TO: All Colombian Citizens

POSITION: DEVELOPMENT ASSISTANCE SPECIALIST
HUMAN RIGHTS SPECIALIST – DEMOCRACY OFFICE
(0011855F)

OPENING DATE: Tuesday, March 24, 2009

CLOSING DATE: Wednesday, April 8, 2009

WORK HOURS: Full time; 40 hours/week

SALARY: FSN/PSC-9 Col. Ps. \$51,635,625.00
ColPs.\$85,198,785.00

Final salary determination based on incumbent documented salary history, not to exceed the maximum amount established in this advertisement.

TO APPLY

- If you meet all the requirements for this position, please submit a Foreign National Employment application form no later than the closing date at 4:00 p.m. Eastern Standard Time.
- Applicants may attach copies of any other documentation (e.g. cover letter, essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.
- Applicants must request an application form at the Embassy reception desk or you may print it out by accessing the Embassy web page:

<http://bogota.usembassy.gov> under “Recursos Humanos-Vacante”. The form may be requested via e-mail at: BogotaHRApplicationForm@state.gov

SUBMIT APPLICATION TO:

American Embassy
c/o USAID Human Resources Section
Calle 24 Bis No. 48-50
Bogota, Colombia

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

APPLICANTS WHO ARE NOT SELECTED FOR INTERVIEWS WILL NOT BE CONTACTED.

PROFILE OF THE POSITION

The U.S. Agency for International Development is seeking an individual for the position of Development Assistance Specialist – Human Rights Specialist for the Democracy and Governance Office.

BASIC FUNCTION OF POSITION

This position is located in the Office of Democracy & Governance of USAID/Colombia. The Development Assistance Specialist will support the Contracts Officer's Technical Representative (COTR) of USAID/Colombia's Human Rights Program (USAID HRP), a \$38 million five-year initiative to 1) Strengthen national and local capacity for prevention of human rights abuses; 2) Improve government capacity to protect individuals and communities at risk; 3) Enhance state and civil society capacity to design, develop and monitor human rights public policies; 4) Strengthen civil society's role and capacity to promote public policy, dialogue, and accountability; and 5) Promote victims' rights to truth, justice, and reparations.

The Development Assistance Specialist's responsibilities will include supporting the COTR of the USAID HRP to carry out a full range of project management duties, especially those related to oversight of project implementation and performance monitoring. He/she will serve as the Alternate COTR of the USAID HRP and of a \$700,000 per year grant to the UN Office of the High Commissioner for Human Rights. He/she will also serve as the activity manager on the new \$1 million per year Labor Rights Activity under the HRP. The Development Assistance Specialist may also be assigned other project management duties related to civil society, labor, and access to justice.

They will be responsible for coordinating and interacting regularly with mid-level officials of the Government of Colombia (GOC), including the Office of the Vice-President, the Ministry of Interior and Justice; the independent oversight bodies of the Colombian State, the Procuraduria and the Defensoria; and leaders of Colombian civil society.

MAJOR DUTIES AND RESPONSIBILITIES:

As a USAID employee, the incumbent carries responsibility to understand and incorporate the Agency's five core values in all aspects of his/her work. These core values are: 1. Customer Focus, 2. Results Orientation, 3. Empowerment and Accountability, 4. Teamwork and Participation, and 5. Valuing Diversity.

The Development Assistance Specialist will work for the COTR of the USAID Colombia Human Rights Program (USAID HRP) and the USAID grant to the UN Office of the High Commissioner for Human Rights in the USAID Colombia Office of Democracy & Governance. Specifically, the Development Assistance Specialist's responsibilities will include the following:

A. Project Management

1. Assists with a full range of project management activities for the USAID HRP from inception to closeout and evaluation of the \$38 million five-year contract which includes five major components: 1) Strengthen national and local capacity for prevention of human rights abuses; 2) Improve government capacity to protect individuals and communities at risk; 3) Enhance state and civil society capacity to design, develop and monitor human rights public policies; 4) Strengthen civil society's role and capacity to promote public policy, dialogue, and accountability; and 5) Promote victims' rights to truth, justice, and reparations
2. Assists with a full range of project management activities for the USAID Grant to the UN OHCHR that includes four components: 1) Fight Against Impunity; 2) Report on Extrajudicial Executions; 3) Victims' Rights Under Transitional Justice Mechanisms; and 4) National Public Policy and Human Rights in Colombia/
3. Participates in guiding and monitoring the implementation of approved work plans with the implementing partner of the USAID HRP and the UN OHCHR to carry out USAID-funded activities. Evaluates implementation progress, reviews quarterly reports, and tracks and verifies data in the implementing partner's Performance Monitoring Plan (PMP) or Monitoring & Evaluation Plan.

4. Conducts field visits to activity sites across Colombia for the purpose of verifying the quality of services provided and monitoring the implementation and progress of program activities. Identifies problems and works with the COTR of the USAID HRP to offer solutions. Prepares trip reports and supplements these with oral briefings to USAID Mission management including the Deputy Director of the DG Office, the Director of the DG Office, and, upon request, to other USAID and US Embassy officials.
5. Tracks performance against the objectives of the USAID HRP and the UN OHCHR grant, and other DG activities, as requested. Prepares inputs for reporting to USAID/Washington and State/Office of Foreign Assistance on a periodic basis. Works with the implementing partner of the USAID HRP, the UN OHCHR, and other DG implementing partners as necessary, to develop and or improve output and impact indicators. Evaluates fully implemented activities to identify impact, lessons learned, and implementation problems and solutions.
6. Supports the COTR of the USAID HRP and the UNHCHR, and other DG COTR's as required, to design and modify program descriptions, process incremental funding actions, recommend changes to DG contracts and grants, and handles any and all other actions related to management of DG activities as required.
7. Contributes to discussions and the drafting of documents related to human rights, labor rights, access to justice, and victim's assistance activity designs and implementation. Briefs and orients the various stakeholders (Department of State, USAID/Washington, Government of Colombia, civil society counterparts) on the goals and implementation of the USAID HRP and the grant to the UN OHCHR.

B. Policy Analysis & Programmatic Development

1. Assists with the conduct of analyses of current and proposed GOC policies, from the perspective of strategic US Government (USG) interests in the areas of human rights, labor rights, access to justice, and assistance to victims. Assists with strategic analyses of national, regional and local policies in Colombia and assesses how they can be better integrated with and reinforce USAID's and the broader USG Country Team's objectives and goals related to human rights and access to justice initiatives. Based on this analysis, assists with the development of appropriate USAID and Embassy policies.

C. External Relations

1. Coordinates and interacts regularly with mid-level counterparts of the GOC, the Colombian State, and Colombian and international civil society to ensure a well-coordinated, complementary approach within the range of DG activities.
2. Develops and maintains close and effective working relationships with mid-level officials and staff of other USG agencies in the Embassy, such as the State Department Political and Public Affairs Sections, as well as non-USG institutions including but not limited to other donor countries, international elections foundations, the Organization of American States (OAS), the European Union (EU), and bilateral aid agencies on matters involving human rights, access to justice, and assistance to victims.

D. Reporting, Monitoring, and Other Duties

Performs other duties necessary for monitoring the achievement of results of DG activities. Examples of other duties include:

1. Drafts correspondence pertaining to USAID HRP and the UN OHCHR, as well as other DG activities as required.
2. Assists with the development of briefings for Mission Management, Embassy staff, and other relevant stakeholders (e.g. Congressional and Congressional Staffer delegations, TDY staff from Washington, NGO representatives)
3. Monitors the impact of other donor support strategy/programs on human rights, labor rights, access to justice, and victim's assistance efforts.
4. Reports on an ad-hoc and regular basis on activities and monitoring of indicators.
5. Responds to almost daily requests for updates on activities of the USAID HRP, as well as less frequent requests related to other DG programs as requested.

REQUIRED QUALIFICATIONS:

Note: Candidates who do not meet these required qualifications will not be considered.

- A. Education: A Bachelor's degree in international relations, political science, development studies, law, public policy, or a related field is required. Coursework related to human rights preferred. A Master's Graduate Degree in a related field is preferred.

- B. Prior Work Experience: Three (3) to five (5) years of successful work in project management, policy-making, and or research related to human rights, labor rights, access to justice, gender, civil society development, international development, or other democracy and governance areas.
- C. Post Entry Training: Training to be a Contract Officer's Technical Representative (COTR). Participation in job-related training, seminars, workshops and development studies programs organized by USAID. Specialized training in human rights law, international humanitarian law, and other issues related to access to justice and assistance to victims. Training in agency database systems and in other special areas related to duties when available.
- D. Language Proficiency: Level IV (fluent) in both English and Spanish is required.
- E. Knowledge Abilities and Skills: General knowledge of human rights in international, Latin American, and Colombian contexts. General knowledge of access to justice and victim's rights issues in the Colombian context. General understanding of U.S. foreign/national security policy implications for development assistance; ability to learn and implement USAID programming policies, regulations, reporting, procedures and documentation. Knowledge and understanding of the economic, political, social and cultural structure, and development prospects and priorities in Colombia.
- F. Other: Must have the ability to establish and maintain contacts with a broad range of officials of the Mission, the Embassy, the GOC, the Colombian State, and with key persons in human rights non-governmental organizations and other civil society organizations. Ability to learn, explain and defend USAID project policies, objectives and procedures. Ability to obtain, analyze and evaluate a variety of complex data relevant to Colombia political and development contexts and to present findings and recommendations effectively in written and oral forms in both English and Spanish. Ability to plan, develop, manage and evaluate important programs/projects.

POSITION ELEMENTS

- A. Supervision Received: The Development Assistance Specialist is under the direct supervision of the COTR of the USAID HRP and general supervision of the Director and Deputy Director of the DG Office, and must be able to perform his/her duties with minimal day-to-day supervision. The Development Assistance Specialist must have the sound judgment,

knowledge and self-confidence to act independently, with basic prior direction from the COTR of the USAID HRP.

B. Available Guidelines: Basic administrative policy statements and precedents are provided. Guidelines are available for program design, development and implementation duties area in the form of the USAID ADS system. Formal guidelines are not available for the other duty areas. Guidance will be provided by the Human Rights Program Manager, but generally on an ad hoc basis. The Development Assistance Specialist must be able to perform in a consistently strong fashion in the absence of explicit guidelines or guidance.

C. Exercise of Judgment: The Development Assistance Specialist is expected to consistently exercise high quality judgment, but in most cases, he/she will be expected to consult with the COTR of the USAID HRP or the Deputy Director or Director of the DG Office before taking actions or making recommendations to Mission Management.

D. Authority to Make Commitments: The Development Assistance Specialist is not authorized to make financial commitments on behalf of the U.S. Government.

E. Nature, Level and Purpose of Contacts: Contacts required by the position include: (1) mid-level USAID officials, including the Office Directors and staff personnel of the Colombia Desk or technical offices in Washington; (2) mid-level Embassy officials, including Foreign Service Officers of the Political, Economic, and Public Affairs Sections of the State Department and other mid-level USG representatives; (3) mid-level officials in the Government of Colombia and the Colombian State; (4) representatives of international and Colombian non-governmental organizations; (5) mid-level officials from other international donor institutions, and (6) representatives of the DG Office's implementing partners. In the case of the last group, the purpose of the contacts will be to provide program direction and guidance, while contacts with other donors will be to explain USAID's DG programs and to assist in gaining support and collaboration. In all cases, the Development Assistance Specialist will be expected to initiate and sustain contacts with little oversight from his or her supervisor.

F. Supervision Exercised: No direct supervision of other members of the SO team, but will contribute to assignment of duties of Office Administrative Assistant.

G. Time Required to Perform Full Range of Duties: Six-months for a full range of duties as alternate COTR of the USAID Human Rights Program.

SELECTION CRITERIA

40 points: Demonstrated work experience with and/or detailed knowledge of human rights in international, Latin American and Colombian contexts. General knowledge of access to justice and victim's rights issues in the Colombian context. General understanding of U.S. foreign/national security policy implications for development assistance; understanding of the economic, political, social and cultural structure, and development prospects and priorities in Colombia.

35 points: Interpersonal and organizational skills. Demonstrated teamwork ability. Demonstrated ability to obtain, analyze and evaluate a variety of complex data relevant to Colombia political and development complex and to present finding and recommendations effectively. Ability to plan, develop, manage and evaluate important programs/projects. Basic Computer skills.

15 points: Evidence of strong English/Spanish writing and oral skills.

10 points: Bachelors' Degree in the field of Political Science, International Relations, Development Studies, Law, Public Policy, or a field related. Human Rights studies preferred. Masters degree in a related field preferred.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY WEDNESDAY, APRIL 8, 2009 NOT LATER THAN 4:00 p.m. EASTERN STANDARD TIME.

The US Mission in Colombia is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

DISTRIBUTION: "BB"